

Business, Management and Administration Technical Skills Assessment



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Office of Career and Technical Education



Introductions

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Agenda

1. BMA Assessment
 - Overview
 - Test Administration
 - Tools and Resources
2. Question and Answer
3. Next Steps





Overview: the National Stage



<http://www.careertech.org/VideoFrame.html>



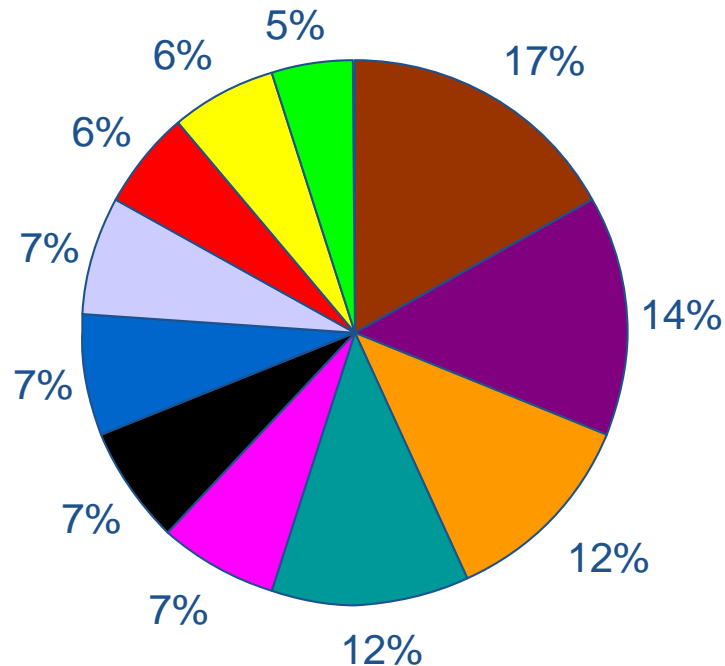
BMA Assessment Advisory Committee

- Members
 - Business/Industry
 - Secondary/Post Secondary Educators
 - Administrators
- Charge: Select BMA Assessment
- Process and Decision



Overview: NOCTI BMA Content

- 104 Multiple Choice Questions
- 2 Hours
- Content Covered:



- General Business Skills
- Management Skills
- Academic Foundations
- Communication
- Ethical & Legal Responsibilities
- IT Applications
- Problem Solving, Decision Making
- Safety, Health & Environment
- Systems
- Leadership & Teamwork
- Employability & Career Development



Test Administration: Overview

Process Overview

1. Identify who to test
2. Plan for administration
 - Order Tests
 - Secure computers & rooms
 - Train proctors
3. Administer Test
4. Use test data to improve program





Identifying Who to Test

1. Students who will have completed the program
2. Students who have completed more than half of the program **and** are leaving





Roles and Responsibilities: Administrator

Prior to Assessment

- Communicate assessment value and purpose
- Oversee planning for test administration

During Assessment

- Monitor administration
- Support Proctors

After Assessment

- Review assessment results
- Use assessment data to improve learning



Roles and Responsibilities: Site Coordinator

Prior to Assessment

- Identify who will be tested
- Plan for use of Unique Identifier Code (UIC)
- Schedule test dates, times and locations
- Order test (multiple administrations, accommodations, display scores)
- Train Proctors
- Arrange for IT help during testing

During Assessment

- Monitor administration
- Support Proctors

After Assessment

- Release tests for scoring—group if necessary
- Return unused tests



Roles and Responsibilities: Teacher

Prior to Assessment

- Work with Site Coordinator to identify who will be tested
- Motivate students

During Assessment

- Teach students who are not being tested
- Manage students who finish test before end of test period

After Assessment

- Review assessment results
- Use assessment data to improve learning



Roles and Responsibilities: Proctor

Prior to Assessment

- Review NOCTI Proctor Guide
- Train/prepare to proctor test

During Assessment

- Use NOCTI Proctor Guide script to administer test
- Resolve technical issues
- Monitor time
- Manage students
- Report technical administrative security issues



Tool and Resources

MDE OCTE Website

http://michigan.gov/mde/0,1607,7-140-6530_2629_53970-247949--,00.html

NOCTI Website

Assessment Blueprint:

http://www.nocti.org/PDFs/JobReady/1103_General_Management.pdf

Client Service Site to Order Tests and Scoring:

<https://clientservices.nocti.org/>

Site Coordinator Training Schedule:

<http://www.nocti.org/PDFs/SCTSchedule.pdf>



Question and Answer





Next Steps

BMA Assessment web conference

- April 5, 2011 2:30-3:00
- May 3, 2011 2:30-3:00

Feedback and needs assessment

Thank You